



2023-2024 Townsend Town Council Orientation

Town Council & Staff

▶ Town Council

- ▶ Scott Lobdell, Mayor
- ▶ Councilman Joshua Mertz
- ▶ Councilman Joseph Bangura
- ▶ Councilman Matthew Chapman
- ▶ Councilman Marcus Suhr

▶ Town Administration

- ▶ Town Manager, Antonina Tantillo, MPA
- ▶ Town Clerk, Mariaelena Rivera
- ▶ Financial Officer, Jennifer Helms, MS
- ▶ Admin Assistant, Kelsey Gallagher
- ▶ Public Works Supervisor, Paul DiMartino
- ▶ Public Works Employee, George Hargrove
- ▶ Police Chief, Robert Longo
- ▶ Police Sergeant, Earl McCloskey
- ▶ Town Solicitor, Lisa Hatfield
- ▶ Town Engineer, Edwin Van-Otoo

Town of Townsend Core Values

► From the 2020 Update to the 2010 Town of Townsend Comprehensive Plan:

1. Retain and reinforce the identity of the Town and its setting within its immediate regional area.
2. Preserve and enhance the Town's social, cultural, aesthetic, and environmental amenities.
3. Manage future land uses and transportation systems to adequately address patterns of circulation in the Town for the convenience and well-being of its residents, workers, and visitors.
4. Coordinate the development of the Town with that of the surrounding areas and with the plans of New Castle County and the State of Delaware.
5. Provide adequate and efficient public facilities, utilities, and services to meet the needs of present and future residents.
6. Coordinate, manage, and create future land uses in the commercial and/or industrial sectors to attract businesses and create new jobs.

History of the Town of Townsend

▶ In the Past:

- ▶ Prior to 1850, the Town of Townsend was a small African American Community know as “Charley Town” after Charles Lloyd, a resident of the Town.
- ▶ Around 1850, Samuel Townsend bought much of the land from the residents and renamed the Town “Townsend” as we know it today.
- ▶ The Town experienced prosperity in 1856 when it became a stop along the Delaware Railroad, shipping items such as peaches, grain, and lumber and served as a shipping point and marketplace for the very rural population.
- ▶ On April 3, 1885, the Town was incorporated and platted with around 11 acres and with a population of around 350!

▶ Today:

- ▶ The Town of Townsend has an estimated population of 2,735 residents and consists of about 677.12 acres.
- ▶ The Railroad remains the center of our Town, as it is still used for shipping.
- ▶ Townsend has experienced great growth with a diverse housing population and it continues to grow.

General Information for Councilmembers:

▶ Communication

- ▶ Email
- ▶ Mailbox
- ▶ Phone

▶ Compensation

- ▶ Ordinance 2023-003

▶ Town Policies

- ▶ Annual Budget- Fiscal Year: July 1-June 30
- ▶ Personnel Policies
- ▶ Financial/ Purchasing/ Investment
- ▶ Continuity of Operations

Structure & Powers of the Town of Townsend- Per the Town Charter

- ▶ A Delaware Municipality
- ▶ Town of Townsend Charter
- ▶ Council-Manager Form of Government
- ▶ Composition of Government
- ▶ Powers of the Town

Powers of the Mayor & Council- Per the Town Charter

- ▶ Ordinances & Resolutions
- ▶ Meetings
- ▶ Quorum
- ▶ Emergency Ordinances
- ▶ Powers of the Mayor
- ▶ Mayor & Council Disqualification & Removal from Office

Town Administration

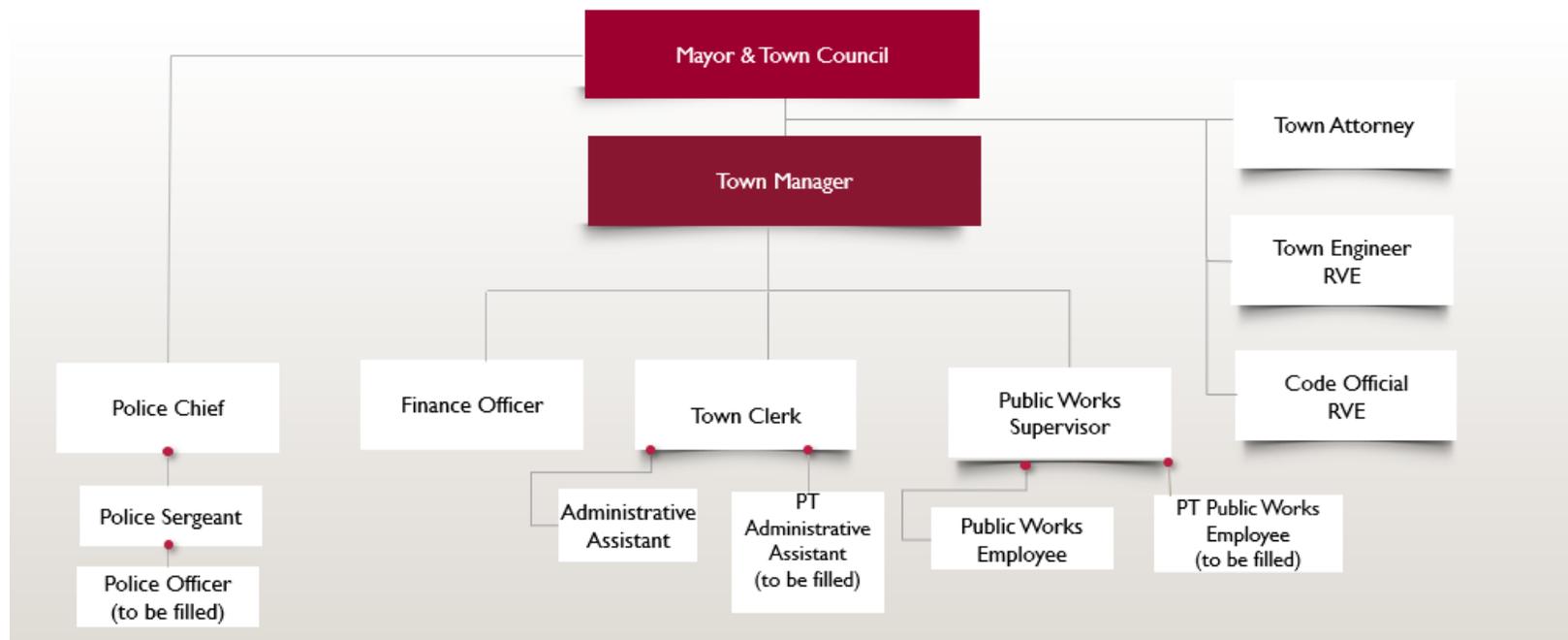
- ▶ Town Manager
 - ▶ Personnel and Administration
- ▶ Town Clerk
- ▶ Financial Officer
- ▶ Town Attorney & Town Engineer
- ▶ Townsend Police Department
- ▶ Public Safety

Chain of Command & Organizational Chart



TOWN OF TOWNSEND ORGANIZATION CHART

2023



Town Meetings, Public Hearings, etc.

- ▶ Council Meetings
- ▶ Executive Session
- ▶ Special Meetings
- ▶ Public Hearings
- ▶ Seating Guidelines
- ▶ Conducting Orderly Meetings
 - ▶ Mayor
 - ▶ Rules
 - ▶ Minutes & Documents
 - ▶ Rules of Parliamentary Procedure: Roberts Rules
 - ▶ Problem Solving & Effective Relationships
- ▶ Council Relations

Freedom of Information Act: FOIA

- ▶ The Town is subject to the Delaware Freedom of Information Act (FOIA) (29 Delaware Code, Chapter 100)
- ▶ This establishes that “it is vital in a democratic society that public business be performed in an open and public manner” and that “it is vital that citizens have easy access to public records in order that the society remain free and democratic”.
- ▶ FOIA established reasons for Executive Session, meeting notices and document publication, etc.
- ▶ The TM is the FOIA coordinator and FOIA requests for documents should be made on the Town website or in person at Town Hall.

Ongoing & Current Town of Townsend Projects

American Rescue Plan Act- ARPA

- ▶ Total ARPA Awarded= \$790,706.26
- ▶ **Townsend General-**
 - Barnes & Thornburg Legal Services for ARPA= \$3,082.76
 - Bonuses= \$13,000.00
 - OPRT Irrigation Project Match= \$37,600.00
 - Real Estate Purchase = \$96,414.29
 - Total General= \$150,097.05
- ▶ **Townsend Public Works-**
 - Professional Engineering Design Services for Townsend Pole Barn Building- \$53,900
 - Total PW= \$53,900.00
- ▶ **Townsend Police Department-**
 - New vehicles, inspections and the lettering of the vehicles; contingent on the vehicle inspections- Not to exceed \$24,121.27.
 - New Police radios- \$23,365.84
 - Mobile police vehicle recording systems- \$34,560.00.
 - Bonuses= \$1,500.00
 - TOTAL PD= \$83,547.11

Overall Total Obligated= \$287,544.16

Total Remainder= 503,162.10 ****

Anticipated in FY 2024 Budget:

Capital Expenses - Pole Barn- \$200,000.00
Capital Expenses – Unassigned- \$303,162.1

Public Works Building/ Pole Barn

- ▶ Reasoning
- ▶ Police Department Site
- ▶ Finely St
- ▶ New property

Solar Speed Limit Signs & Public Safety Curb Painting

- ▶ **Representative Spiegelman authorized Community Transportation Funds grant to install solar speed limit signs at the following locations:**
 - i. Northbound on Brook Ramble Lane in the Townsend Station Development
 - ii. Northbound on Edgar Rd. in the Townsend Village Development
 - iii. Southbound on South St. in the Townsend Village II Development
 - iv. Northbound on South St. in the Townsend Village II Development
 - v. Westbound on Main Street- near the Fire Department traveling into the heart of Town- Townsend Elementary School is right near this location and the Town has a priority for walkability and their placement would encourage safe travels to school, in accordance with the Town Comp Plan and WILMAPCO Walkability Study.
 - vi. East Bound on Main Street- near the Kaitlyn entrance to TVI traveling into the heart of Town.
 - vii. Southbound on Wiggins Mill Rd- traveling towards the heart of Town.
 - viii. Northbound on Commerce St- traveling into the heart of Town.

- i. **The Townsend Fire Company came to the Town with concerns regarding fire trucks getting through Town. The Public Safety committee reviewed the issue and determined it would be helpful to prohibit parking on various curves of the road throughout the Town. A letter was sent to all residents informing them of this and reminding them of parking laws.**

Grants & Projects

- ▶ **Surface Water Matching Planning Grant**= \$50,000 + \$24,900 grant amount & Town matches
 - ▶ The purpose is to conduct a stormwater management study to develop a master stormwater and drainage plan and to perform a preliminary hydraulic engineering study and analysis to improve and/or retrofit existing stormwater infrastructure that is no longer adequate.
 - ▶ Work is to be conducted to fill sinkholes in Townsend Station and TVII
- ▶ **DE Nature Society & Delmarva Power Sustainable Communities Grant**- \$3,975 to assist with the solar panel repair at Town Hall & paperwork completion to receive credit.
- ▶ **DNREC ORPT**- \$37,600 for an irrigation system for the Town Municipal Park's Multipurpose and Baseball. Town Council has committed to matching this with ARPA funds. We are working on finalizing the details for this work to go out to bid.
- ▶ **DelDOT TAP Grant**- Award of about \$300,000; Representative Spiegelman and Senator Hoffner have agreed to provide the Town match in the amount of \$60,000.
 - ▶ Intends to focus on improving pedestrian accessibility and connections on and around Main Street. Pending your sponsor participation, the TAP award for this project will continue into PE design and construction phases with selected or prioritized items based on available funding. We will also investigate South Street as far as streetscape improvement options. Awaiting next steps from DelDOT.
- ▶ **DelDOT Bicycle/ Pedestrian Improvement Study**- conducted by DelDOT and Rossi Group, a public workshop was held in January. We are awaiting next steps from DelDOT.

Development & Land Use

▶ Woods at Hidden Creek-

- ▶ Approximately 220 new homes on the south end of Town.
- ▶ 12 homes are in various stages of production, 3 have already sold.

▶ Townsend Acres-

- ▶ Project currently on hold- awaiting more information from developer

▶ Planning Commission

- ▶ Is working on adding additional properties to the Future Annexation Map due to interest.
- ▶ This will go to state PLUS for review
- ▶ Also reviewing the Town Code for the reintroduction of a light pollution ordinance
- ▶ Reviewing the entirety of the Zoning & Unified Development Code

▶ Annexation

Town Events & Initiatives

- ▶ Events
 - ▶ Town Parade & Fair
 - ▶ Back to School
 - ▶ Christmas Caroling & Tree Lighting
 - ▶ Halloween/ Pumpkin Event
- ▶ National Wildlife Foundation
- ▶ Historic Preservation
- ▶ Veterans Committee

Thank you!
Questions?